



Naval Education and
Training Command

NAVEDTRA 80239
February 1986
0503-LP-500-1390

Nonresident Training
Course (NRTC)

Religious Program Specialist 1 & C

Only one answer sheet is included in the NRTC. Reproduce the required number of sheets you need or get answer sheets from your ESO or designated officer.

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NONRESIDENT CAREER COURSE

**RELIGIOUS PROGRAM
SPECIALIST 1 & C**



Published by the
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for the
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NAVEDTRA 80239

NAVAL EDUCATION AND TRAINING PROGRAM
MANAGEMENT SUPPORT ACTIVITY
6490 SAUFLEY FIELD ROAD
PENSACOLA, FL 32509-5000

ERRATA #4

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0503-LP-500-1394

Specific Instructions and Errata for the
Nonresident Career Course (Nonresident Training Course)
Religious Program Specialist 1&C
NAVEDTRA 80239

This errata replaces errata #3. No attempt has been made to issue corrections for errors in typing, punctuation, etc., which are obvious to the enrollee and do not affect the student's ability to answer the questions.

Assignment booklet, NAVEDTRA 80239

Delete the following questions and leave the corresponding spaces blank on the answer sheets:

Questions

3-12 through 3-25
4-59
5-12

*See notice below

Rate training Manual/TrainingManual (TRAMAN), NAVEDTRA 10239-A

Page 4-22 to page 4-36: Disregard the information beginning with "NONAPPROPRIATED FUNDS" on page 4-22 to the end of the material before "CHAPEL COUNCILS" on page 4-36. The information on these pages is not completely accurate and may be misleading. Further information concerning nonappropriated funds may be found in SECNAVINST 7010.6. Questions pertaining to this information have been deleted above.



0503LP5001394

NONRESIDENT CAREER COURSE

RELIGIOUS PROGRAM SPECIALIST 1 & C

NAVEDTRA 80239

Prepared by the Naval Education and Training Program Development
Center, Pensacola, Florida

The text for this course is Religious Program Specialist 1&C, NAVEDTRA 10239-A.

This self-study course is only one part of the total Navy training program. By its very nature it can take you only part of the way to a training goal. Practical experience, schools, selected reading, and YOUR desire to succeed are also necessary to successfully round out a fully meaningful training program.

Your Nonresident Career Course (NRCC) contains a set of assignments and answer sheets. You participate in the NRCC for credit by reviewing the learning objectives, studying the text, and answering the questions.

In most cases your NRCC will be administered by your command. In special cases, the NRCC will be administered by the Naval Education and Training Program Development Center. Your ESO will determine who administers your course. No matter who administers your course, you can complete it successfully by earning a grade of at least 3.2 on each assignment. If you receive an assignment grade of less than 3.2, you will be required to repeat the assignment on a resubmit answer sheet.

It is recommended that you complete assignments as quickly as possible to derive maximum benefit from the course. You must complete at least one assignment per month to meet the requirements established by the Chief of Naval Education and Training.

After completion of the course, you may keep the RTM and assignments. Return them only in the event you disenroll or otherwise fail to complete the course. Directions for returning the course materials are given on the disenrollment form in the back of this NRCC.

BLACK DOT INFORMATION

A black dot (●) is used throughout the course to identify supplemental information or instructions for answering certain questions. You should read these black dot entries carefully: they will assist you in answering the questions and/or understanding the material in the text.

HOW TO COMPLETE THIS COURSE SUCCESSFULLY

You should study the RTM before attempting to answer the questions in the course. The RTM pages that you study are listed at the beginning of each assignment. Pay close attention to tables and illustrations as they contain information which will help you to understand the text. You should read the learning objectives provided in the text at the beginning of each chapter or topic or in the course preceding each set of questions. The learning objectives tell you what you should be able to do after studying the RTM. Answering the questions correctly should help You accomplish the objectives.

After studying the text, You should be ready to answer the questions in the assignment. Read each question carefully. Select the BEST ANSWER for each question based on your understanding of the content of the RTM. You may discuss difficult points in the course with others. However, the answer you select must be your own.

Using the appropriate answer sheet, write in the proper assignment number. Ensure the heading information is correctly filled out on the conventional answer sheets, which are located in the back of the course. In the case of the Automatic Data Processing answer sheet, be sure that the information is correctly entered in the appropriate spaces.

You are prohibited from referring to or copying the solutions of others and from giving completed solutions or answers to anyone else. Noncompliance can result in suspension from the course by the administering activity and disciplinary action by Commander Naval Military Personnel Command.

WHEN YOUR COURSE IS ADMINISTERED BY YOUR LOCAL COMMAND

As soon as you have finished an assignment, submit the completed answer sheet to your Educational Services Officer for grading. The graded answer sheet will not be returned to you.

After submitting all required answer sheets and achieving at least a 3.2 grade on each assignment, your command will make the necessary entry in your service record, giving you credit for your work. Letters of satisfactory completion are not issued by the Naval Education and Training Program Development Center for command administered courses.

If you are completing this NRCC to become eligible to take the fleetwide advancement examination, be sure to follow a schedule that will enable you to complete all assignments in time. Your schedule should call for the completion of at least one assignment per month.

WHEN YOUR COURSE IS ADMINISTERED BY THE NAVAL EDUCATION AND TRAINING PROGRAM DEVELOPMENT CENTER

If you have been enrolled in this course with the Naval Education and Training Program Development Center, your course will be administered through the Automatic Data Processing System (ADP). You have been provided ADP-type answer sheets to submit in lieu of the conventional answer sheets contained in the back of this course. The ADP answer sheets must be used and may not be duplicated.

Your answer sheets will not be returned. However, you will be notified which questions were missed. In the event your score is less than 3.2 for an assignment, you will be sent a resubmit answer sheet to complete.

As you complete each assignment, mail the completed ADP answer sheet to the Naval Education and Training Program Development Center where it will be graded. Make sure all the required information on each ADP answer sheet is filled in. Unless you furnish all the information required, you may not receive credit for your work.

The Naval Education and Training Program Development Center will issue you a letter of satisfactory completion to certify successful completion of the course (or a creditable unit of the course). To receive a course completion letter, follow the directions given on the course completion form in the back of this NRCC.

NOTE: DO NOT USE THE COURSE COMMENTS PAGE AS THE ENVELOPE FOR RETURNING ANSWER SHEETS OR COURSE MATERIALS.

Envelopes and packing materials for returning answer sheets and course materials should be obtained locally.

RETURN YOUR ADP ANSWER SHEETS TO:

Commanding Officer
Naval Education and Training Program
Development Center, Code 324
Pensacola, FL 32559-5000

Questions concerning the courses administered by NAVEDTRAPRODEVCCEN should be referred to the above address or by telephone: AUTOVON 922-1343, FTS 948-1343, or commercial (904) 452-1343.

NAVAL RESERVE RETIREMENT CREDIT

This course is evaluated at 5 Naval Reserve retirement points. These points are creditable to personnel eligible to receive them under current directives governing retirement of Naval Reserve personnel.

COURSE OBJECTIVES

In completing this nonresident career course. You will demonstrate acquired knowledge by correctly answering questions on the following subject matter areas; Religious Ministries in the Navy; Planned Ministry Objectives; office management; naval directives; reports management; Publications; naval communications; equipment management, maintenance management; procurement of services of auxiliary chaplains, contract chaplains, and clergy for occasional ministries; the appointment of lay readers; fiscal budgeting; management of nonappropriated funds; logistics management facilities construction personnel management; programs management: managerial styles; education and training; and Religious Education Programs.

Naval courses may include several types of questions—multiple-choice, true-false, matching, etc. The questions are not grouped by type but by subject matter. They are presented in the same general sequence as the textbook material upon which they are based. This presentation is designed to preserve continuity of thought, permitting step-by-step development of ideas. Not all courses use all of the types of questions available. The student can readily identify the type of each question, and the action required, by inspection of the samples given below.

MULTIPLE-CHOICE QUESTIONS

Each question contains several alternatives, one of which provides the best answer to the question. Select the best alternative, and blacken the appropriate box on the answer sheet.

SAMPLE

s-1. Who was the first person appointed secretary of Defense under the National Security Act of 1947?

1. George Marshall
2. James Forrestal
3. Chester Nimitz
4. William Halsey

Indicate in this way on the answer sheet:

	1	2	3	4	
	T	F			
s-1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	---

TRUE-FALSE QUESTIONS

Mark each statement true or false as indicated below. If any part of the statement is false the statement is to be considered false. Make the decision, and blacken the appropriate box on the answer sheet.

SAMPLE

s-2. All naval officers are authorized to correspond officially with any systems command of the Department of the Navy without their respective commanding officer's endorsement.

1. True
2. False

Indicate in this way on the answer sheet:

	1	2	3	4	
	T	F			
s-2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	---

MATCHING QUESTIONS

Each set of questions consists of two columns, each listing words, phrases or sentences. The task is to select the item in column B which is the best match for the item in column A that is being considered. Items in column B maybe used once, more than once, or not at all. Specific instructions are given with each set of questions. Select the numbers identifying the answers and blacken the appropriate boxes on the answer sheet.

SAMPLE

In questions s-3 through s-6, match the name of the shipboard officer in column A by selecting from column B the name of the department in which the officer functions. Some responses maybe used once, more than once, or not at all.

A. OFFICER

B. DEPARTMENT

- | | |
|-------------------------------|---------------------------|
| s-3. Damage Control Assistant | 1. Operations Department |
| s-4. CIC Officer | 2. Engineering Department |
| s-5. Disbursing Officer | 3. Supply Department |
| s-6. Communications Officer | |

Indicate in this way on the answer sheet:

	1	2	3	4	
	T	F			
s-3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	---
s-4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	---
s-5	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	---
s-6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	---

Assignment 1

Textbook Assignment: "The Religious Program Specialist." Pages 1-1 through 1-14, and Religious Ministries in the Navy." Pages 2-1 through 2-5.

<hr/> <p>Learning Objective: Determine important events, personnel, and milestones in the history of the Chaplain Corps and support personnel of the chaplains.</p> <hr/>	1-5. According to history, who was the first commissioned chaplain of the United States Navy? 1. Edward Brooks 2. William Balch 3. James Laffey 4. William Austin
1-1. The term "chaplain" comes through legends which have been handed down from generation to generation in what country? 1. Great Britain 2. France 3. Greece 4. Italy	1-6. All EXCEPT which of the following functions were the responsibility of early Navy chaplains? 1. Reading prayers at stated periods 2. Commanding the crew 3. Preaching to the crew 4. Instructing midshipmen and volunteers
1-2. In colonial days, chaplains serving aboard warships awarded each crew member who learned a Psalm what amount of money? 1. 2 pence 2. 4 pence 3. 6 pence 4. 8 pence	1-7. The approval by a religious body of the United States for a member of the clergy to serve in the Navy Chaplain Corps is referred to as a/an 1. ecclesiastical endorsement 2. secular endorsement 3. military endorsement 4. associate endorsement
1-3. Besides holding divine services, chaplains in the early American Navy were charged with the instruction of midshipmen. 1. True 2. False	<hr/> <p>Learning Objective: Determine the organizational structure of the office of the Chief of Chaplains.</p> <hr/>
1-4. According to the second article of Navy Regulation adopted by the Continental Congress on 28 November 1775, commanders of ships were to ensure that divine services were held at least how often? 1. Once a day 2. Twice a day 3. Once a day with a sermon on Sundays 4. Twice a day with a sermon on Sundays	1-8. The official title "Chief of Chaplains" was established in 1944 by 1. an order of the President 2. the Joint Chiefs of Staff 3. an Act of Congress 4. the Chief of Naval Operations

- 1-9. Since March 1945, the Navy Chaplain Corps has been headed by a Chief of Chaplains with the rank of Vice Admiral.
1. True
 2. False
- 1-10. According to the current organizational structure of the Office of the Chief of Chaplains, the organizational code of OP-09GA bears what title?
1. Executive Assistant
 2. Administrative Assistant
 3. Head, Religious Programs Branch
 4. Assistant for U.S. Marine Corps (ADDU)
- 1-11. Under the current organizational structure, the title of "Head, Religious Program Specialist Branch" is designated by what code?
1. OP09G24
 2. OP09G25
 3. OP09G26
 4. OP09G27
- 1-12. The religious bodies of America regulate, in part, the use of chapel facilities aboard government installations.
1. True
 2. False
- 1-13. Final authority to use chapel facilities for religious, command, or civil activities rests with
1. the leading Religious Program Specialist
 2. the command chaplain
 3. the public works officer
 4. the commanding officer
-
- Learning Objective: Determine the role of the senior chaplain; identify the collateral duties of the chaplain.
-
- 1-14. Within a command, the ranking (senior) chaplain assigned is usually designated as the
1. head chaplain
 2. leading chaplain
 3. command chaplain
 4. religious leader
- 1-15. Collateral duties of a chaplain may include the responsibility to furnish the commanding officer with information concerning religious practices of foreign countries visited so that proper respect can be rendered.
1. True
 2. False
- 1-16. RPs may be assigned by the chaplain to research religious beliefs of foreign countries so that proper respect can be rendered during visits to these countries.
1. True
 2. False
-
- Learning Objective: Outline the development of the chaplain's assistant.
-
- 1-17. The concept of a chaplain's assistant was first presented to the Navy Department in what year?
1. 1799
 2. 1812
 3. 1863
 4. 1878
- 1-18. As originally envisioned, the chaplains assistant was to fulfill which of the following requirements?
1. Be an ordained minister
 2. Be eligible to receive a Navy commission
 3. Be able to play the organ
 4. Each of the above
- 1-19. The recommendation for a chaplains assistant was not adopted in 1878; however, the Secretary of the Navy authorized the adoption of such an assistant 5 years later.
1. True
 2. False
- 1-20. The Specialist (W) rating was established in what year?
1. 1883
 2. 1911
 3. 1916
 4. 1942

- 1-21. In the specialist (W) rating, the "(W)" had what significance?
1. Stood for welfare
 2. Stood for wartime
 3. Designated Chaplains Corps
 4. Designated assistant
- 1-22. The Specialist (W) rating was to be established for what primary purpose?
1. To help make up for a shortage of chaplains in the Navy
 2. To support the chaplains for the duration of WW II only
 3. Only for duty aboard ships where chaplains were assigned
 4. Only for duty aboard ships where chaplains were not assigned
- 1-23. Who was the first officially designated chaplain's assistant in the history of the Navy?
1. Alfred R. Markin
 2. Virgil T. Moore
 3. Gilbert D. Arnold
 4. W. E. Hendricks
-
- Learning Objective: Specify the requirements which were to be met to qualify as a Specialist (W).
-
- 1-24. In late June 1942, when the first publicity was given to the new Specialist (W) rating, those interested in qualifying were directed to obtain information from
1. the local Navy recruiter
 2. the Naval Training Center, Great Lakes, Illinois
 3. the Chief of Chaplains
 4. the Bureau of Naval Personnel
- 1-25. A college education was required for those who wished to qualify for the Specialist (W) rating.
1. True
 2. False
- 1-26. All members who qualified for the Specialist (W) rating were expected to meet all EXCEPT which of the following requirements?
1. Be able to play the piano or organ
 2. Be able to direct the choir
 3. Be willing to serve in any location
 4. Be able to serve as a religious leader
- 1-27. In the Navy today, RPs can exercise some of the ministerial functions of a member of the clergy.
1. True
 2. False
- 1-28. An accepted candidate for Specialist (W) rating who was 28 years of age would have been designated what paygrade?
1. First class
 2. Second class
 3. Third class
 4. Seaman apprentice
- 1-29. The Bureau of Naval Personnel determined that the Specialist (W) would serve in which of the following locations?
1. Aboard ship
 2. At all overseas bases
 3. Within limits of the continental United States only
 4. At selected overseas bases and within the continental United States
- 1-30. Initially, most of the Specialists (W) received their training in what manner?
1. From Naval Training Centers
 2. At the Naval Academy
 3. From designated colleges and universities
 4. Directly from chaplains
- 1-31. In the Fall of 1942, Specialists (W) were required to
1. take a course of church music indoctrination at Peabody School of Music in Baltimore, Md.
 2. receive all of their training at the Naval Training Center, Bainbridge, Md.
 3. take an indoctrination course at the Chaplain's School in Norfolk, Va.
 4. receive all their training from a group of chaplains specially designated by the Chief of Chaplains

Learning Objective; Review the highlights and the history of the Specialist (W) rating.

- 1-32. Of the 1,455 applicants for the Specialist (W) rating between April 1942 and August 1945, the Bureau of Naval Personnel selected what total number?
1. 411
 2. 476
 3. 509
 4. 588
- 1-33. Who was the first Specialist (W) to be advanced to the rate of chief petty officer?
1. Robert A. Longwood
 2. Thomas G. Childers
 3. Andrew C. Williston
 4. Alfred R. Markin
- 1-34. During the entire span of the Specialist (W) rating, only what total number of Specialists (W) were advanced to chief petty officer?
1. 10
 2. 20
 3. 30
 4. 40
- 1-35. What total number of female applicants were selected to serve in the Specialist (W) rating?
1. 38
 2. 41
 3. 63
 4. 70
- 1-36. Who was the first woman to be selected as a Specialist (W)?
1. Naida G. Powers
 2. Virginia T. Moore
 3. Gail Casto
 4. Cynthia L. Imperi

Learning Objective: Determine the roles of the Specialist (W) in the Coast Guard and the Chaplain's Assistant in the Marine Corps.

- 1-37. Who was the first member of the Coast Guard to enter the rating of Specialist (W)?
1. Joseph C. Paternoster
 2. James M. Price
 3. Ronald M. Grose
 4. Emil Zemarel
- 1-38. Within the Coast Guard, what total number of (a) males, and (b) females were assigned the rating of Specialist (W)?
1. (a) 15; (b) 7
 2. (a) 25; (b) 10
 3. (a) 35; (b) 12
 4. (a) 45; (b) 15
- 1-39. In February 1942, before the Navy had taken action in regard to Specialists (W), the Marine Corps had established a similiar rating known as
1. Chaplain's Clerk (SSN534)
 2. Chaplain's Assistant (SSN534)
 3. Chaplain's Specialist (SSN534)
 4. Specialist (C)
- 1-40. Who was the first Marine to be assigned to the new Specialist rating?
1. Kenneth S. Jackson
 2. Thomas E. Ward
 3. Robert Allen Atwood
 4. Gilbert Dean Arnold
- 1-41. As in the Marine Corps, the Navy and the Coast Guard announced that the rating established to support the chaplain during World War II would be continued after the conclusion of the war.
1. True
 2. False

Learning Objective: Establish the development and history of the Religious Program Specialist Rating; determine the role of the Religious Program Specialist in the CRP.

1-42. Beginning in 1948, members of the Navy were assigned duties in the office of the chaplain. These individuals were selected primarily from what rating?

1. Storekeeper (SK)
2. Machine Accountant (MA)
3. Postal Clerk (PC)
4. Personnelman (PN)

1-43. Until 1979, personnel of the Yeoman rating who are selected to assist the chaplain were designated as

1. Chaplain's clerk (YN2525)
2. Chaplain's clerk (YN2516)
3. Special assistant
4. Specialist (W)

1-44. The Religious Program Specialist (RP), was finally established by the Secretary of the Navy on what date?

1. 29 Feb 44
2. 1 Aug 45
3. 15 Jan 79
4. 1 Jun 80

1-45. Religious Program Specialists who meet certain specific requirements may apply for commissioning to

1. Warrant Officer Administration (764X)
2. Warrant Officer Writer (741X)
3. Warrant Officer Ship's Clerk (741X)
4. Ship's Secretary (632X)

1-46. Religious Program Specialists are limited to performing religious program tasks which do not require ordination or licensing.

1. True
2. False

1-47. Religious Program Specialists cannot exercise any of the ministerial functions of a Navy chaplain or member of the clergy.

1. True
2. False

Learning Objective: Determine the tools necessary for the RPs to study and train for duty as support personnel for the Chaplains Corps.

1-48. The purpose of the Occupational Standards is to advise enlisted personnel as to the occupational requirements needed to meet Navy requirements within a given career field. The requirements listed contain which of the following tasks?

1. All occupational tasks
2. Administrative tasks only
3. Minimum occupational tasks only
4. Maximum occupational tasks

1-49. Rate training manuals are based on information taken from which of the following official material?

1. Publications only
2. Directives only
3. Documents only
4. Publication, directives, and documents

1-50. One of the most important purposes of the rate training manual is to accomplish which of the following goals?

1. Act as an official source document for establishing Navy policy
2. Establish occupational standards
3. Assist candidates in their preparation for advancement
4. Each of the above

1-51. The Bibliography for Advancement Examination Study is issued (a) how often, and (b) by what official/ activity?

1. (a) Quarterly; (b) CNET
2. (a) Semiannually; (b) Secretary of the Navy
3. (a) Annually; (b) CNET
4. (a) Every 2 years; (b) Secretary of the Navy

Learning Objective: Determine the role of parochial ministry and institutional ministry in the Command Religious Program.

- 1-52. Because traditional models of parochial ministry are not always possible or appropriate, ministry in the Navy is referred to as
1. general ministry
 2. institutional ministry
 3. military ministry
 4. ethereal ministry
- 1-53. The establishment of a church in the public sector is most often in response to a "spiritual calling" upon a group of believers.
1. True
 2. False
- 1-54. A chaplain's relationship to the navy is based upon
1. a calling
 2. an endorsement
 3. a law
 4. a contract
- 1-55. Which of the following premises is true regarding faith group accountability?
1. Neither parochial nor institutional ministries are accountable to their faith group or denomination for ministry because both are autonomous.
 2. Both parochial and institutional ministries are accountable to their particular faith group or denomination for ministry.
 3. After chaplains receive an ecclesiastical endorsement from their faith group they no longer maintain ties with their faith group.
 4. In the public sector, the church, denomination, or faith group does not endorse the minister, rabbi, or priest.
- 1-56. Ministry in the Navy is designed to meet the needs of which of the following individuals?
1. Active military members only
 2. Military member's families only
 3. Military and civilians attached to all military commands
 4. Assigned military and their families
- 1-57. Which, if any, of the following titles would be assigned to members of a navy chapel?
1. Elder
 2. Bishop
 3. Pastor
 4. None of the above
- 1-58. Professionally, RPs should remain pluralistic in their outlook regarding ministry in the navy.
1. True
 2. False
- 1-59. In regard to Command Religious Programs ashore, what is the primary factor which must be taken into account when you are preparing to conduct worship services?
1. The watch bill
 2. The work schedule
 3. Current commend operations
 4. Personnel support
- 1-60. The PMO report must be forwarded via the chain of commend to what official for guidance?
1. Commending officer
 2. Cognizant claimant staff chaplain
 3. Military ordinate
 4. Administrative assistant, office of the chief of chaplains
- 1-61. When a military member's faith group is not represented aboard the commend by a chaplain, which of the following actions by the commanding officer would be appropriate?
1. Authorization of lay reader programs
 2. Invitation to a civilian member of the clergy to perform ministry
 3. Publicity of worship schedules of civilian churches in the area
 4. Each of the above

1-62. The amount of money budgeted for special and seasonal religious services should be based on

1. the needs of the command
2. the average amount spent the previous year
3. a given percentage of the budget
4. the amount determined by the chaplain

1-63. The religious literature program can be helpful and effective only under which of the following circumstances?

1. A wide variety of literature is displayed
2. The program is given wide publicity by the chaplain
3. The program meets the needs of all the people it serves
4. The literature covers all religions or beliefs

1-64. All EXCEPT which of the following rules should be applied in monitoring the religious literature program?

1. Remove literature that is not used frequently
2. Ensure that displays are well organized and appealing to the eyes
3. Offer a variety of material in strategic places such as bulletin boards, work spaces, and lounges
4. Provide a system whereby personnel may comment on literature read if desired

1-65. In the performance of their duties, chaplains may visit command personnel and their families under which of the following circumstances?

1. In times of bereavement
2. When a domestic crisis occurs
3. On occasions when religious guidance is requested
4. Each of the above

Assignment 2

Textbook Assignment: "Management of the Office of the Chaplain." Pages 3-1 through 3-32

<hr/> <p>Learning Objective: Describe the basic management resources and techniques available to the manager in the office of the chaplain.</p> <hr/>	
2-1. The central most important managerial task of leading RPs is to	2-5. Whenever possible, constructive criticism should be given under which of the following circumstances?
1. maintain equipment	1. In the form of a reprimand
2. perform worship support functions	2. In the form of punishment
3. assume the role of assistant chaplain	3. By restricting a person's liberty
4. supervise and train assigned personnel	4. In private
2-2. Personnel assignments of RPs are made by	2-6. Guidance in maintaining training records is contained in Chapter 10 of which of the following references?
1. the Chief of Naval Operation	1. OPNAVINST 1510.5 (Training in the Navy)
2. the Naval Military Personnel Command (NMPC)	2. OPNAVINST 1515.3 (Training Procedures)
3. the Enlisted Personnel Management Center (EPMAC)	3. OPNAVINST 3120.32 (Standard Organization and Regulations of the U.S. Navy (SORM))
4. Both NMPC and EPMAC	4. CNETINST 1510.5 (Procedures for Maintaining Training Records)
2-3. After priority manning of RPs has been completed, the remaining billets are filled on what basis?	2-7. A good manager should follow which of the following procedures to counteract transfers, leave, and hospitalization of personnel?
1. The Navy Manning Plan (NMP)	1. Occasionally rotate assigned personnel in the various jobs
2. Billeting	2. Train a "relief" RP
3. Fair share	3. Fill in himself/herself
4. Manpower authorization	4. Initiate a request for an increase of authorized billets
2-4. In order to guide assigned personnel in the performance of their duties, the leading RP should take which of the following actions?	2-8. Which of the following methods has proven to be most effective in ensuring that each individual clearly understands the job assignment?
1. Observe closely their day-to-day activities	1. Repeat the assignment several times
2. Identify any weaknesses that may exist	2. Have personnel recite the assignment
3. Recognize any poor work habits that may develop	3. Have the commend chaplain dictate the assignment
4. All of the above	4. Put the assignment in writing

2-9. When jobs are being assigned, past experience has indicated that an uneven workload affects personnel in which of the following ways?

1. Presents a challenge to the worker
2. Workers feel it is to be expected
3. Lowers worker's morale and decreases office productivity
4. Improves worker's morale and office productivity

2-10. When the layout of the office is being planned, which of the following actions should the leading RP consider paramount?

1. Considering the workflow
2. Locating his/her own desk at the front of the office
3. Locating his/her own desk in a private office
4. Considering the preferences of the personnel

2-11. The appearance of the office reflects the caliber of work being accomplished by the office force.

1. True
2. False

2-12. Effective management of time involves which of the following considerations?

1. Establishing priorities
2. Delegating work properly
3. Clearly defining individual jobs
4. All of the above

2-13. Whenever a supervisor is new in an assignment, and the current management system is not fully understood, which of the following actions would be appropriate?

1. Overhaul the system immediately and implement your own system
2. Reassign senior personnel
3. Reassign junior personnel
4. Do not react to first impressions, but study the situation before making sweeping changes

2-14. All EXCEPT which of the following procedure must be employed to provide good supervision?

1. Ensuring that personnel are time conscious
2. Planning workload to ensure efficient use of time
3. Personally checking all work
4. Establishing priorities

WORK WHICH SHOULD BE ACCOMPLISHED DAILY.	(PRIORITY I)
TASKS WHICH HAVE ESTABLISHED DEADLINES.	(PRIORITY II)
WORK OF A ROUTINE NATURE WHICH CAN BE ACCOMPLISHED AS TIME PERMITS.	(PRIORITY III)

Figure 2-1

IN ANSWERING QUESTIONS 2-15 THROUGH 2-18, REFER TO FIGURE 2-1 . SELECT THE PRIORITY UNDER WHICH THE TYPE OF WORK DESCRIBED IN THE QUESTION WOULD BE CLASSIFIED.

2-15. Ordering ecclesiastical appointments.

1. PRIORITY I
2. PRIORITY II
3. PRIORITY III

2-16. Typing a baptismal certificate.

1. PRIORITY I
2. PRIORITY II
3. PRIORITY III

2-17. Completing a statement of operations and net worth.

1. PRIORITY I
2. PRIORITY II
3. PRIORITY III

2-18. Filing correspondence according to SSIC numbers.

1. PRIORITY I
2. PRIORITY II
3. PRIORITY III

2-19. Prioritizing enables the leading RP and staff members to make which of the following accomplishment?

1. Fulfillment of primary responsibilities
2. Meeting deadlines
3. Easier completion of assigned tasks in a timely manner
4. Each of the above

- 2-20. A facilities usage schedule should be maintained for what primary purpose?
1. To conserve energy
 2. To expand the scope of the command religious program
 3. To ensure that DOD requirements are met
 4. To ensure that scheduling conflicts do not occur

- 2-21. Many times a problem brought to the attention of the chaplain may be quite serious because military personnel and their dependents may not seek assistance from the chaplain until the problem has become more complicated.

1. True
2. False

- 2-22. Why is it so necessary for the receptionist in the office of the chaplain to be able to work calmly under pressure?

1. The office is normally very busy
2. More work can be accomplished
3. Emergences must frequently be handled by the receptionist
4. The chaplain may not be available

- 2-23. It is particularly important to alert the chaplain or coworkers quickly when dealing with which of the following types of emergencies?

1. Domestic emergencies only
2. Possible suicide attempts only
3. Bomb threats only
4. All types of emergencies

Learning Objective: Determine the purpose and use of the Navy Directives Issuance System; identify the characteristics of instructions, notices, and change transmittals; determine the use of each one.

- 2-24. Naval policies, procedures, and information are conveyed through the use of directives by the
1. Naval Directives Issuance System
 2. U.S. Congress
 3. Department of Defense
 4. Chief of Naval Information (CHINFO)

- 2-25. What three types of directives are used in the Navy?

1. Instructions, notices, and bulletins
2. Instructions, bulletins, and orders
3. Instructions, notices, and change transmittals
4. Bulletins, orders, and directives

- 2-26. A Navy instruction is what type of Navy directive?

1. One that requires continuing action
2. One that is issued by the Chief of Naval Operations
3. One that is classified
4. One of brief duration

IN ANSWERING QUESTIONS 2-27 THROUGH 2-30, DETERMINE FROM THE ACTION OR INFORMATION IN EACH QUESTION THE TYPE OF NAVAL DIRECTIVE THAT SHOULD BE ISSUED.

- 2-27. All ship and submarine commanding officers must report immediately any sightings of hostile ships or aircraft.

1. Instruction
2. Notice
3. Change transmittal

- 2-28. Ships of task force 12.2 must make intelligence gathering reports to CTF 12.2.

1. Instruction
2. Notice
3. Change transmittal

- 2-29. The Religious Program Specialist (RP) rating was established effective 15 January 1979.

1. Instruction
2. Notice
3. Change transmittal

- 2-30. In SECNAVINST 5210.11, page 14, line 4, change sentence to read

1. Instruction
2. Notice
3. Change transmittal

- 2-31. Naval directives that are issued to a command by a higher echelon must be promulgated exactly as they are received.

1. True
2. False

2-32. After directives have been received and routed, they should be filed in what way?

1. Chronologically by date of issue
2. Chronologically by date of receipt
3. Alphabetically by originator
4. By SSIC number

Learning Objective: Identify the duties of the Command Religious Program manager regarding the preparation and submission of reports.

2-33. Reports made to higher echelons of command are the only means of exercising command and control.

1. True
2. False

2-34. A tickler file is recommended to reflect which of the following information?

1. Correspondence to be answered
2. Appointments of the chaplain
3. Reports due
4. Record of visitors to the office of the chaplain

Learning Objective: Identify the types of publications that are pertinent to the Command Religious Program; determine how they are used and how they should be stored.

2-35. Which of the following statements is correct regarding publications?

1. A copy of all publications pertinent to the Command Religious Program must be kept in the Office of the Chaplain
2. RPs should have a general knowledge of all pertinent CRP publications
3. Most CRP publications are classified
4. Each of the above

2-36. Which of the following procedure should be followed when CRP publications are taken on loan from the office?

1. The borrower's I.D. number and name should be recorded
2. A list of books on loan should be maintained
3. A GSA Form 23 should be filled out
4. Each of the above may be used

2-37. "Pen and ink" changes are made to publications under which, if any, of the following circumstances?

1. Only when the change is for a short period of time
2. Only when the change is authorized by the Secretary of the Navy
3. Only when the change involves a few words or sentences
4. Never

2-38. Which of the following types of changes to an instruction should be noted in the "Record of Changes" page of the Duplication?

1. Page changes only
2. Pen and ink changes only
3. Both page and pen and ink changes
4. Interim changes

Learning Objective: Determine procedures to be followed in the management of naval communications, such as letters, pastoral and professional correspondence, and messages.

2-39. The first step in letter preparation is to have a clear understanding of the objective(s) of the letter.

1. True
2. False

2-40. A letter to one addressee dealing with several subjects would be preferable to several letters to one addressee.

1. True
2. False

2-41. A topic sentence must always be placed at the beginning of a paragraph.

1. True
2. False

2-42. The sentence in a paragraph that makes a general statement about the material to be discussed in the paragraph is known as the

1. transition sentence
2. summary sentence
3. topic sentence
4. main sentence

- 2-43. In a well organized paragraph, the sentences may be arranged in what order?
1. Chronological order only
 2. Place order only
 3. Logical order only
 4. Chronological, place, or logical order
- 2-44. In pastoral correspondence, since the chaplain's pastoral role rather than naval officer role is primary, the signature of the chaplain may be followed by what title/designation?
1. CHAPLAIN, U.S. NAVY
 2. OFFICIAL RANK; U.S. NAVY
 3. OFFICIAL RANK; FAITH GROUP DESIGNATION
 4. CHAPLAIN; FAITH GROUP DESIGNATION
- 2-45. A naval message is used only to transmit classified information.
1. True
 2. False
- 2-46. Naval messages are prepared in accordance with communication instructions issued by the
1. commanding officer
 2. Naval Communications Area Master Station (NAVCAMS)
 3. Director of Naval Communications (DNC)
 4. Chief of Naval Operations
- 2-47. The releasing authority of a naval message is always the commanding officer?
1. True
 2. False
- 2-48. What person/activity is considered to be the originator of a naval message?
1. The drafter
 2. The communications officer
 3. The releasing officer
 4. The command
- 2-49. What form should be used when naval messages are being prepared for transmission?
1. DD Form 115
 2. DD Form 173
 3. DD Form 188
 4. DD Form 1250
- 2-50. What notation is used to identify all naval messages?
1. Subject line
 2. Originator's address
 3. Date-time group
 4. SNDL code
- 2-51. Specific details for security in handling message traffic are contained in which of the following references?
1. ONAVINST 5510.1 (Department of the Navy Information and Personnel Security Program Regulation)
 2. DODINST 5210.6 (Information Security in the Armed Forces)
 3. OPNAVINST 3120.32 (Standard Organizaion Regulations of the U.S. Navy (SORM))
 4. Naval Telecommunications Publication (NTP) 13.
- 2-52. Which of the following information would be indicated by the precedence category of a message?
1. The originator's desired speed of delivery
 2. The relative order of processing and delivery the message should receive
 3. The relative significance the addressees should assign to the message
 4. All of the above
- 2-53. Messages are classified under what total number of precedence categories?
1. Two
 2. Four
 3. Six
 4. Eight
- 2-54. A message which has been assigned "ROUTINE" precedence should be delivered within what maximum period of time?
1. 6 hours
 2. 12 hours
 3. 24 hours
 4. 48 hours
- 2-55. A message which has been assigned "PRIORITY" precedence should be delivered within at least what period of time?
1. 1 hour
 2. 2 hours
 3. 3 hours
 4. 4 hours
- 2-56. Messages concerning which of the following subjects would NOT normally be assigned "IMMEDIATE" precedence?
1. Reports of widespread civil disturbance
 2. Requests for distress assistance
 3. Amplifying reports of initial enemy contact
 4. Immediate movement of naval, air, or ground forces

2-57. Which of the following types of abbreviation is permissible in the text of a naval message?

1. Those having meanings which are self-evident
2. Those which are recognizable by virtue of long-established usage
3. Administrative or technical material containing authorized abbreviation when persons familiar with the abbreviation will be the only ones handling the message
4. Each of the above

2-58. Incoming messages should be monitored by the leading RP at least how often?

1. Hourly
2. Daily
3. Weekly
4. Monthly

2-59. When an emergency occurs at the home of a servicemember, which of the following actions should be taken?

1. A copy of the AMCROSS message should be delivered to the Office of the Chaplain
2. The member should be notified of the contents of the AMCROSS message
3. The division officer/department head of the member should be made aware of the situation
4. All of the above

Learning Objective: Determine procedures to effect maintenance actions in the management of Command Religious Program equipment.

2-60. Specific information concerning the humanitarian transfer of personnel is contained in

1. The Enlisted Transfer Manual, NAVPERS 15909, Chapter 18
2. NMP Manual Article 3420180. Para 4(b)
3. Joint Travel Regulations, NAVPERS 15992
4. Comptroller's Manual, DOD 7010, Chapter 6

2-61. If a maintenance action is required aboard ship, such as a major repair of a piece of equipment, the leading RP should submit what type of request to the repair officer?

1. OPNAV 4790/2K
2. NAVFAC 9-11014/TF-1
3. OPNAV 4790/2L
4. A memorandum

2-62. The OPNAV 4790/2L is used for which of the following purposes?

1. As a maintenance document aboard ship only
2. To amplify the OPNAV 4790/2-K
3. To replace the NAVFAC 9-11014/TF-1
4. Each of the above

Learning Objective: Outline procedures that should be followed in procuring the services of auxiliary chaplains, contract chaplains, clergy for occasional ministries, and lay readers.

2-63. Final approval for the services of an auxiliary chaplain must be given by which of the following officials/officers?

1. Chief of Chaplains (OP09-G)
2. Chief of Naval Personnel (PERS 401)
3. Commanding Officer
4. All of the above

2-64. Procedures for employment of auxiliary chaplains, contract chaplains, and clergy for occasional ministries are set forth in what instruction?

1. SECNAVINST 1730.7
2. SECNAVINST 1730.3
3. OPNAVINST 7010.4
4. NMPCINST 1000.7

2-65. Lay readers are appointed by what official?

1. Command chaplain
2. Commanding officer
3. Chief of Naval Operation
4. Chief of Chaplains

2-66. The duration of appointment of lay readers is indicated in what instruction?

1. SECNAVINST 1730.3
2. OPNAVINST 1730.1A
3. SECNAVINST 5420.2
4. OPNAVINST 1730.8

Assignment 3

Textbook Assignment: "Financial Management and Logistics." Pages 4-1 through 4-48.

Learning Objective: Outline procedure that should be followed by CRP managers in fiscal budgeting.

- 3-1. A statement of the financial position of an administration for a definite period of time based on estimates of expenditures during the period, and proposals for financing them is known as the
1. referendum
 2. budget
 3. operating estimate
 4. expense fund
- 3-2. Most Navy allocations are planned for what total length of time in advance?
1. 12 months
 2. 24 months
 3. 36 months
 4. 48 months
- 3-3. What is the main source of government revenue?
1. Natural resources
 2. Investments
 3. Taxation
 4. Grants
- 3-4. O&M,N allocations provide means to meet which of the following needs?
1. To buy and maintain equipment
 2. To keep units in a constant state of readiness
 3. To stock supplies
 4. Each of the above
- 3-5. All EXCEPT which of the following goods or services would be provided through logistic support of the Command Religious Program?
1. A \$300 gift to an orphanage
 2. Candles for chapel services
 3. Literature for religious services
 4. A vehicle for transportation of the chaplain
- 3-6. Budgetary planning is usually projected how far into the future?
1. 1 month
 2. 2 years
 3. 5 years
 4. 8 years
- 3-7. Listing programs in inverse order of need is known as
1. listing
 2. budgeting
 3. collating
 4. prioritizing
- 3-8. Budget calculation should start with the amount on hand each year.
1. True
 2. False
- 3-9. Which of the following sources of information should be checked when you are calculating travel costs?
1. Command chaplain
 2. Budget director
 3. Executive officer
 4. Travel section of the command disbursing office
- 3-10. After all programming has been completed, which of the following items must accompany the budget as it moves toward approval?
1. 4th Quarter Audit Report
 2. The command operating schedule
 3. A written justification
 4. An endorsement from a tenant commander

- 3-11. Which of the following statements is true concerning a Navy budget?
1. It is considered for final approval by the House Armed Services Committee
 2. It is submitted to congress for consideration
 3. It is submitted to SECNAV for final approval
 4. It receives final approval from the Office of Management and Budget (OMB)
-
- Learning Objectives: Interpret the procedures that should be followed in the management of the religious offerings funds.
-
- 3-12. Most religious tradition include the concept of giving money as an aspect of religious worship.
1. True
 2. False
- 3-13. Religious offerings funds are nonappropriated funds established by and administered under the auspices of which of the following officials?
1. Command chaplain
 2. Secretary of the Navy
 3. Commanding officer
 4. Chief of Chaplains
- 3-14. One source of revenue for the religious offerings fund may be a grant from which of the following offices?
1. Type-Commander Welfare and Recreation Fund
 2. Chief of Naval Operations
 3. Chief of Chaplains
 4. Comptroller
- 3-15. What total number of religious offerings funds may be authorized at an installation?
1. One for each installation
 2. One for each religious group
 3. Two for each installation
 4. Four for each installation
-
- Learning Objective: Determine the regulations that apply to the establishment and disbursement of the petty cash fund.
-
- 3-16. To make small miscellaneous purchases, a petty cash fund may be authorized by the commanding officer in what maximum amount?
1. \$ 25
 2. \$ 50
 3. \$ 75
 4. \$100
- 3-17. In order to establish a petty cash fund, which Of following persons submits a purchase order to the religious offerings fund administrator authorizing a disbursement for petty cash?
1. Accountant
 2. Commanding officer
 3. Command chaplain
 4. Custodian of each account
- 3-18. How often should the petty cash fund be replenished?
1. Once a week, on the first working day of the week
 2. Once a week, on the last working day of the week
 3. Once a month, or more often if necessary
 4. Quarterly, or more often if necessary
-
- Learning Objective: Determine the manner in which the religious offerings fund administrator is appointed; identify the duties of the religious offerings fund administrator.
-
- 3-19. Which of the following statements is true concerning the religious offerings fund administrator?
1. The administrator is appointed in writing by the command chaplain
 2. The administrator is always a Religious Program Specialist
 3. The administrator is always a chaplain
 4. The administrator performs all bookkeeping duties
- 3-20. All EXCEPT which of the following duties are the responsibility of the religious offerings fund administrator?
1. Signing all purchase orders
 2. Managing appropriated funds
 3. Maintaining a central petty cash fund (if authorized)
 4. Maintaining property accounts and records

3-21. Which of the following duties is NOT a responsibility of an account custodian?

1. Arranging for the purchase of candles from fund assets
2. Arranging for the counting of the offering received at religious services
3. Ensuring that the amount of the offering is verified and recorded on a religious offerings fund receipt voucher
4. Making the faith group's wishes known to the command chaplain regarding the spending of fund assets

Learning Objective: Outline the rules and regulation that govern depositing, expenditures, and record keeping of the religious offerings funds.

3-22. The legality of proposed expenditures from the religious offerings fund is determined by which of the following persons?

1. The president of the chapel council
2. The command chaplain
3. The account custodian
4. The commanding officer

3-23. Which of the following procedures should be employed in depositing receipts of the religious offerings fund?

1. A bank deposit should be made by the officiating chaplain
2. A bank deposit should be made by the manager of appropriated funds
3. A bank deposit should be made and the new composite balance recorded on the Receipts and Expenditures Record and Checkbook
4. A bank deposit should be made by the disbursing officer

3-24. Generally speaking, monthly bank statements show the beginning balance, plus all receipts, minus all disbursements, and the composite balance at the end of the reporting period.

1. True
2. False

3-25. What arrangements are made for the auditing of the religious offerings fund at Marine Corps installations?

1. It is audited at the end of each fiscal year only by the command chaplain
2. It is audited each quarter by the command chaplain
3. It is audited each quarter by the area auditor
4. It is audited at the discretion of the chief of chaplains

Learning Objective: Stipulate the purpose of the chapel council.

3-26. Chapel councils serve which of the following purposes?

1. Encourages participation of lay members in identifying religious needs
2. Helps in designing of programs to meet religious needs
3. Helps in the expansion of charitable endeavors
4. Each of the above

Learning Objective: Outline the procedures that should be followed in logistics management; determine the rule of the open-purchase system in CRP financial management.

3-27. Items on the open market which have been made available to the Navy supply system in the past may currently be deleted for all except which of the following reasons?

1. They are obsolete
2. It is no longer cost-effective to keep them in stock
3. The company has stopped producing them
4. A price increase

3-28. The main reason the open-purchase system should be used is because it is more convenient.

1. True
2. False

3-29.	When ships deploy overseas, which of the following items would be particularly difficult to obtain by other than open purchase?		Learning Objective: Determine logistics support procedures that should be followed when chaplains and RPs are assigned to Marine Corps units.
	<ol style="list-style-type: none"> 1. Hosts 2. Votive candles 3. Sacramental wine 4. Armed Forces hymnals 		
3-30.	Because strict management of the open purchase system is necessary, all EXCEPT which of the following actions should be taken by the leading RP?	3-35.	Chaplains and RP's assigned to Marine Corps units operating in the field should conduct logistic support operations primarily in accordance with which of the following Marine Corps orders?
	<ol style="list-style-type: none"> 1. Make a list of items needed by the CRP 2. Make a list of applicable stock numbers 3. Identify the items not available in the system 4. Designate nonappropriated funds to purchase the items needed 		<ol style="list-style-type: none"> 1. 1730.7 and 4400.5 2. 1730.5 and 4400.154 3. 1730.1 and 4400.8 4. 1730.6 and 4400.2
3-31.	All EXCEPT which of the following observations are true regarding the group chaplain.	3-36.	Items for CRP operations of Marine Corps units operating in the field overseas are normally restocked from which of the following places?
	<ol style="list-style-type: none"> 1. Two group chaplains are normally assigned to each squadron of ships 2. The chaplain's schedule must be flexible 3. The chaplain normally visits the ships on a rotating basis 4. The chaplain may be transported from ship to ship by helicopter 		<ol style="list-style-type: none"> 1. The local battalion headquarters 2. The nearest Navy supply depot 3. The deployment support unit (DSU) 4. The oversea supply depot (OSD)
3-32.	The squadron/group chaplain will need a kit packed with which of the following items?	3-37.	Regarding transportation of chaplains deployed on ships overseas, which of the following arrangements may be made?
	<ol style="list-style-type: none"> 1. Ecclesiastical appointments only 2. Literature and ecclesiastical appointments only 3. Ecclesiastical appointments and vestments only 4. Ecclesiastical appointments, literature, and vestments 		<ol style="list-style-type: none"> 1. Ships in port may be authorized to make transportation arrangements for the chaplain through a local military installation 2. One of the force units may have a vehicle embarked which can be off-loaded to meet transportation needs in the local area 3. The supply officer may be authorized to make transportation arrangements by renting a vehicle in the local area 4. Each of the above
3-33.	A logistic requisition (LOGREQ) message from a ship operating in the middle east is processed at the Navy Supply Center in which of the following cities?	3-38.	A government driver's license issued to Navy or Marine Corps personnel automatically permits them to operate a motor vehicle in any foreign country to which they are deployed.
	<ol style="list-style-type: none"> 1. Newport, Rhode Island 2. Charleston, South Carolina 3. Norfolk, Virginia 4. Rota, Spain 		<ol style="list-style-type: none"> 1. True 2. False
3-34.	LOGREQ flights are usually brought in to remote areas by way of C-5 Cargo Plane and may contain consumables, repair parts, and food.		Learning Objective: Establish proper procedures for making a request for constructing and outfitting Navy chapels.
	<ol style="list-style-type: none"> 1. True 2. False 		

- 3-39. Which of the following data would be a key factor in identifying the need for the construction of a new chapel facility?
1. Weekly attendance statistics
 2. An area survey
 3. The command mission statement
 4. The command operating schedule
- 3-40. Chaplains and RPs need to work closely with which of the following facilities management personnel to project and assess future construction needs?
1. Base engineers only
 2. Master planners only
 3. Public works officials only
 4. Base engineers, master planners, and public works officials
- 3-41. Installation "Population" refers to which of the following individuals?
1. Military strength only
 2. Military strength plus dependents over 6 years of age only
 3. Military strength plus all dependents
 4. Military strength plus all dependents and civilians within a 5-mile radius of the installation
- 3-42. Civilian personnel may be included in population figures under which of the following circumstances?
1. If they live within a 5 mile radius of the installation
 2. If they have attended services at the installation for the past 12 months
 3. If they are dependent upon the installation for religious support
 4. If there are no churches within 5 miles of the installation
- 3-43. Population count may be estimated according to guidelines provided in which of the following publications?
1. NAVSUPPINST 4410.6
 2. NAVFAC P-80 (Facilities Planning Criteria for Navy and Marine Corps Shore Installations)
 3. SECNAVINST 1730.7
 4. MILCONINST 9000.4, paragraph 2(c)
- 3-44. Funding for chapel construction is in direct competition with funding for which of the following structures?
1. Auditoriums only
 2. Personnel quarters only
 3. Military family housing only
 4. Auditoriums, personnel quarters, and military family housing
- 3-45. specific guidelines and procedures for initiating a construction request will be provided by the
1. Platform sponsor
 2. Local public works center
 3. Facilities planning board
 4. Facilities engineering command, regional commander
- 3-46. As a construction request moves toward approval, it reaches the most difficult hurdle at what level?
1. Command chaplain level
 2. Fleet commander level
 3. Local commander, engineering field division level
 4. Chief of Naval Operations or Commandant of the Marine Corps level
- 3-47. Which of the following congressional committees would NOT normally review a construction request?
1. House Ways and Means Committee
 2. House Armed Services Committee
 3. Senate Appropriations Committee
 4. Senate Armed Services Committee
- 3-48. After construction funding approval by congress, which of the following officers acts as the officer in charge of construction (OICC)?
1. The installation commanding officer
 2. The installation public works officer
 3. The commanding officer of the Area Engineering Field Division of Naval Facilities Engineering Command
 4. The commanding officer of CBC, Gulfport, MS
- 3-49. Which of the following statements is true concerning the representative of the OICC?
1. The OICC representative is the local CEC officer
 2. The representative of the OICC serves as the resident officer in charge of construction (ROICC)
 3. The representative of the OICC reports to and assists the OICC as appropriate
 4. Each of the above

- 3-50. Construction contract preparation, finalization, and bidding are administered by which of the following officers/agencies?
1. The commanding officer of the installation
 2. OICC/ROICC
 3. The Commanding Officer of CBC, Gulfpoint, MS
 4. An independent agency employed by the government
- 3-51. Much input to the contracting process is provided by the managers of the Command Religious Program.
1. True
 2. False
- 3-52. If any discrepancies or difficulties arise during construction of a chapel, which of the following persons should be notified?
1. Chief of Chaplains
 2. OICC only
 3. ROICC only
 4. OICC/ROICC
- 3-53. Which of the following officials/groups may review the plans and specifications for new facilities to ensure that they meet safety and health standards?
1. OICC/ROICC
 2. Public Works Center
 3. OSHA
 4. NAVFAC
- 3-54. Subcontractor are paid by contractors who have calculated subcontracting costs in their original contract bid.
1. True
 2. False
- 3-55. The commanding officer will be notified as to the time when outfitting and moving in to the new facility can begin by the
1. construction completion date (CCD)
 2. basic occupancy date (BOD)
 3. moving in date (MID)
 4. outfitting date (OD)
- 3-56. Primary equipment would include which of the following equipment?
1. Altar only
 2. Altar and pews only
 3. Altar, organ, and pews only
 4. Altar, organ, pews, and built-in kitchen appliances
- 3-57. Square footage allowance for administrative spaces of chapels is determined by
1. a percentage of total installation square footage allowance
 2. the TA411 (Table of Allowances)
 3. the seating capacity figures for the chapel
 4. the NAVFAC P-3 (Orion Construction Manual)
- 3-58. Which of the following items would NOT be considered additional equipment?
1. Portable lecterns
 2. Cleaning gear
 3. Baby cribs
 4. Draperies
- 3-59. The most precious items, or items of historical value placed in Navy chapels are insured by Lloyd's of London.
1. True
 2. False

Assignment 4

Textbook Assignment: "Personnel Management" Pages 5-1 through 5-9.

Learning Objective: Determine the nature of the RP rating and the manner in which appropriate paygrades are determined for RP billets.

- 4-1. The paygrade required by authorized RP billets is determined in what manner?
1. In accordance with local command directives
 2. By manpower officials in the office of the Chief of Chaplains
 3. By the Head, Religious Program Specialist Branch, Office of the Chief of Chaplains
 4. By manpower officials at the Naval Military Personnel Command (NMPC), and the Enlisted Personnel Management Center (EPMAC)
- 4-2. The RP rating is classified as what type of rating?
1. Supply Rating
 2. Service Rating
 3. General Rating
 4. Professional Rating

Learning Objective: Acknowledge the importance of personnel management; develop the various phases of programs management.

- 4-3. Programs management involves how many specific phases?
1. Five
 2. Six
 3. Seven
 4. Eight

- 4-4. Taking into consideration several possible courses of action is a step in what phase of programs management?

1. Planning
2. Organizing
3. Coordinating
4. Directing

- 4-5. Which of the following statement is true in regard to the planning phase of programs management?

1. Planning ends where organizing begins
2. Planning never ends
3. Results of planning can seldom, if ever, be tested
4. Both 2 and 3 above

- 4-6. Unity of command may be defined as

1. recognizing the individuality of personnel in viewing the goals and objectives
2. a check and balance system
3. oneness of purpose behind one leader
4. the delegation of authority

- 4-7. The span of control may be limited by supervisors unknowingly by which of the following actions?

1. Supervisors may be trying to control too much of the work
2. Supervisors may be trying to supervise too many people
3. Supervisors may be giving too much attention to various other official duties
4. Each of the above

- 4-8. Which of the following statements is true concerning authority and responsibility?

1. Only authority can be delegated
2. Only responsibility can be delegated
3. Both authority and responsibility can be delegated
4. Delegation of authority and responsibility to junior supervisors will help them develop

- 4-9. Coordination involves aligning resources with goals and objectives.
1. True
 2. False
- 4-10. All the efforts (or lack of efforts) of the planning, organizing, and coordinating phases of programs management will become evident during what subsequent management phase?
1. Working
 2. Testing
 3. Directing
 4. Controlling
- 4-11. Written instructions should be given to subordinates by the supervisor under all EXCEPT which of the following circumstances?
1. When personnel are newly assigned
 2. When personnel are untrained
 3. When directions must be followed explicitly
 4. When the procedures are routine and well established
- 4-12. Controlling is the process of determining whether or not the actual operation of the Command Religious Program is proceeding toward objectives according to plan.
1. True
 2. False
- 4-13. Controlling enables the supervisor to establish a system of checks to identify which of the following aspects?
1. Progress only
 2. Deviations only
 3. Progress and deviation only
 4. Progress, deviations, and mistakes
- 4-14. All EXCEPT which of the following functions are involved in controlling?
1. Checking
 2. Guiding
 3. Eliminating
 4. Limiting
- 4-15. Which of the following items would be an effective control device?
1. A work order
 2. A chart
 3. An inspection
 4. Each of the above
- 4-16. Analysis of the information taken from a control device may indicate a deviation from the original program plan. Such deviation could be caused by all EXCEPT which of the following factors?
1. A faulty plan
 2. An alternate plan
 3. Lack of expected resources
 4. Negligence by assigned personnel
- 4-17. Which of the following assumptions is true in regard to a "performance standard"?
1. It is the least effective control device
 2. It is the best understood control device
 3. It is the most misused control device
 4. It is the least used control device
-
- Learning Objective: Identify beneficial training opportunities available to senior RPs.
-
- 4-18. Which of the following training opportunities would be the most helpful to senior petty officers?
1. Navy Management School (NM)
 2. Leadership and Management Education and Training (LMET)
 3. Navy Personnel Management School (NPMS)
 4. Petty Officer Indoctrination (POI)
- 4-19. Which of the following experiences is likely to exert the greatest influence on the managerial style of a petty officer?
1. "A" school training
 2. "C" school training
 3. Formal education
 4. Examples set by authority figures earlier in life
-
- Learning Objective: Stipulate the basic characteristics of the four styles of personnel managers.
-

- 4-20. Managers who are not punctual are showing signs of what style of personnel management?
1. LOW TASK/LOW PERSONNEL
 2. LOW TASK/HIGH PERSONNEL
 3. HIGH TASK/HIGH PERSONNEL
 4. HIGH TASK/LOW PERSONNEL
- 4-21. LOW TASK/LOW PERSONNEL style managers may tend to use command authority to threaten subordinate who "step out of line".
1. True
 2. False
- 4-22. Which of the following characteristics would indicate the LOW TASK/LOW PERSONNEL style of manager?
1. One who is considered to be a good listener
 2. One who is not considered to be a good listener
 3. One who is in the habit of listening closely to those in authority, but not to subordinates
 4. One who is not in the habit of listening to those in authority, but listens only to subordinates
- 4-23. Which of the following statements reflects the LOW TASK/LOW PERSONNEL style of management in regard to teamwork?
1. "Seaman Jones, Give Seaman Rogers a hand with those reports."
 2. "The RP staff has been tasked with the responsibility of the new project."
 3. "Get it done, Petty Officer Smith. I don't care how, just don't bother me."
 4. "The expansion project was a success because you people worked together."
- 4-24. All EXCEPT which of the following characteristics would be indicative of the person who has adopted the LOW TASK/LOW PERSONNEL style of management?
1. Lags behind in the proper management of the Command Religious Program
 2. Is a strong supporter of team work
 3. Attempts to shift the responsibility to others if desired results are not achieved
 4. Ignores others who offer suggestions for improvement
- 4-25. The LOW TASK/HIGH PERSONNEL style manager may sometimes appear to take issue with the command while placing blame on assigned personnel.
1. True
 2. False
- 4-26. Which of the following types of behavior would be displayed by the LOW TASK/HIGH PERSONNEL style manager?
1. Listens closely to a subordinate who is experiencing difficulty, but forgets a job assignment in the process
 2. Is always confident when in the presence of someone in higher authority
 3. Always shoulders responsibility for mission accomplishments or failures
 4. Always protects assigned personnel, and always gets the job done
- 4-27. Subordinates of a LOW TASK/HIGH PERSONNEL manager would probably react in which of the following ways?
1. Feel unprotected
 2. Become rebellious
 3. Resent the manager
 4. Seek the leadership image in someone else
- 4-28. Inefficiency on the part of a LOW TASK/HIGH PERSONNEL style manager would most likely bring about which of the following reactions on the part of subordinates?
1. Would similarly develop a lack of efficiency
 2. Would try to cover up for the manager
 3. Would work harder
 4. Each of the above
- 4-29. All EXCEPT which of the following characteristics are indicative of the HIGH TASK/LOW PERSONNEL style manager?
1. Usually praises a "job well done" publicly
 2. Accepts orders from those in authority without question
 3. Is determined to get the job done regardless of personnel difficulties
 4. Is often harsh and demanding toward subordinates, especially if there are signs of slack performance

- 4-30. During daily operation, if a subordinate makes a mistake, the HIGH TASK/LOW PERSONNEL style manager would be inclined to react in which of the following ways?
1. Allow the subordinate to grow through trial and error
 2. Acknowledge that everyone makes mistakes and review procedures with the subordinate
 3. Show dissatisfaction, reassign the subordinate, and personally perform the operation
 4. Remain calm and insist that the subordinate correct the mistake
- 4-31. Subordinates may be reluctant to bring a personnel problem to the HIGH TASK/LOW PERSONNEL style manager because listening to subordinates is not important to this type of manager.
1. True
 2. False
- 4-32. The HIGH TASK/LOW PERSONNEL style manager usually reflects which of the following characteristics/attitudes?
1. Promotes the true concept of teamwork
 2. Feels that "I had to learn it the hard way, my subordinates can, too."
 3. Is not a high achiever
 4. Feels that a trained staff serves to make the supervisor's job easier
- 4-33. HIGH TASK/LOW PERSONNEL style managers are not normally high achievers.
1. True
 2. False
- 4-34. By breaking assignments into component parts and studying each detail, the HIGH TASK/HIGH PERSONNEL manager can accomplish all EXCEPT which of the following goals?
1. Can do more of the work himself/herself
 2. Can make operations run smoothly
 3. Can make proper personnel assignments
 4. Can deal with difficulties before they become real problems
- 4-35. Senior RPs can place themselves in an awkward and compromising position by which of the following actions?
1. Delegation of authority
 2. Correcting a subordinate who is doing something wrong
 3. Overt fraternization with subordinates
 4. Each of the above
- 4-36. Fraternization by the leading RP with subordinate would meet likely result in the subordinates having greater respect for the authority of the leading RF.
1. True
 2. False
- 4-37. Which of the following qualities of a manager would contribute the most to developing good rapport with subordinates?
1. Authority, discipline, and supervision
 2. Control, fraternization and instruction
 3. Respect, consideration and fairness
 4. Firmness, discipline, and control
- 4-38. HIGH TASK/HIGH PERSONNEL style managers usually exhibit all EXCEPT which of the following characteristics?
1. Maintain control of subordinates
 2. Never reprimand a subordinate
 3. Are high achievers
 4. Are fair and impartial to personnel
- 4-39. Deviations in managerial style occur throughout a Navy career, so managers are not normally expected to maintain consistency of style.
1. True
 2. False

IN ANSWERING QUESTIONS 4-40 THROUGH 4-48, SELECT THE TYPE OF MANAGER FROM COLUMN B THAT IS DESCRIBED IN COLUMN A.

<u>A. CHARACTERISTICS</u>	<u>B. TYPES OF MANAGERS</u>
---------------------------	-----------------------------

- | | |
|---|-----------------------------|
| 4-40. Is loyal to both the command and to subordinates | 1. LOW TASK/LOW PERSONNEL |
| 4-41. Is a good listener when a subordinate seeks advice | 2. LOW TASK/HIGH PERSONNEL |
| 4-42. Has the confidence and respect of subordinates | 3. HIGH TASK/LOW PERSONNEL |
| 4-43. Is harsh and demanding of subordinates | 4. HIGH TASK/HIGH PERSONNEL |
| 4-44. Shows a lack of concern for punctuality | |
| 4-45. Delegates too much authority to subordinate | |
| 4-46. Is critical and short-tempered | |
| 4-47. Shows a lack of concern for his/her personal appearance | |
| 4-48. Is vary careful of small details | |
| <hr/> | |
| 4-49. Effectively solving problems in different situations makes it necessary for the manager to employ which of the following abilities? | |
| 1. Respect
2. Control
3. Flexibility
4. Discipline | |

Learning Objective: Acknowledge the importance of the proper use of the chain of command.

4-50. When used properly, which of the follwing factors is the most effective leadership tool in existence in the Navy?

1. The chain of command
2. Discipline
3. Education
4. OJT

4-51. Commanders guide and communicate with subordinates by using the chain of command in reverse order.

1. True
2. False

Learning Objective: Establish the importance and purposes of the enlisted performance evaluation system.

4-52. What is the single most significant personnel management tool in the enlisted service record?

1. History of assignments
2. Record of emergency data
3. History of training and awards
4. Enlisted Performance Evaluation Report

4-53. Information included in the enlisted performance evaluation report is used to determine action to be taken on which of the following requests?

1. Reenlistment
2. Advancement eligibility
3. Continuation on active duty
4. Each of the above

4-54. Which of the following individuals could normally provide the most detailed report of the daily performance of military members?

1. Chaplain
2. LCPO/LPO
3. Commanding Officer
4. Division Officer

4-55. The periodic performance evaluation report is the sole method of advising service members of their performance.

1. True
2. False

4-56. The function of the special performance evaluation is to document which of the following professional standings?

1. Adverse performance only
2. Exceptional performance only
3. Adverse and exceptional performance
4. Advancement examination results

4-57. Documentation at the time performance highlights occur will serve all EXCEPT which of the following purposes?

1. Ensure that the performance evaluation report is fair
2. Ensure that factual information is included in the report
3. Ensure that the supervisor will not have to rely on memory at evaluation time
4. Ensure that a valuable counseling aid is available when personnel need performance or behavioral counseling

Learning Objective: Identify procedure that should be followed when civilians are employed within the Command Religious Program.

4-58. In cases where civilians are employed in the operation of the Command Religious Program, position descriptions are provided by which of the following officers/officials?

1. The office of the chaplain only
2. The commanding officer only
3. The consolidated civilian personnel office only
4. The office of the chaplain, commanding officer, and consolidated civilian personnel office

4-59. At large shore installations, civilians may be employed to serve in all EXCEPT which of the following roles?

1. Organist
2. Member of chapel council
3. Lay minister
4. Director of religious education programs

4-60. All EXCEPT which of the following factors would exert tremendous influence in developing smooth and harmonious working relationships in the office of the chaplain?

1. Working conditions
2. Attitudes of assigned personnel
3. Training of assigned personnel
4. Total number of assigned personnel

Assignment 5

Textbook Assignment: "Education and Training." Pages 6-1 through 6-14.

-
- Establish the role of lay members in the Command Religious Program.
-
- 5-1. Which of the following individuals/ references would be a good source of information concerning basic customs and traditions of various religions?
1. Navy chaplains
 2. CH 2, RP3&2, Module I
 3. Selected civilian clergy
 4. Each of the above
- 5-2. In which of the following areas would volunteer lay participation normally NOT be encouraged?
1. Personnel counseling
 2. Vacation bible/church school
 3. Religious education
 4. Chapel council membership
- 5-3. Which of the following statements is true in regard to the assignment of female RPs to Marine Corps FMF units?
1. Although female RPs are noncombatants, they must undergo combat training
 2. Female RPs at nondeploying Marine Corps units are still required to undergo combat training
 3. Female RPs are noncombatant and will not be assigned to FMF units
 4. When FMF units deploy, female RPs remain at brigade headquarters
- 5-4. Intermediate duty stations for training are sometimes assigned to RPs in paygrades E-5 through E-9 when the RPs are transferred on PCS orders.
1. True
 2. False
- 5-5. Which of the following statements is NOT true concerning funding of training requirements for assigned personnel?
1. They should be projected as long-range budget items
 2. Travel and per diem costs should be calculated as closely as possible
 3. Funding can be easily arranged when budgets go into effect each October 1
 4. The command disbursing officer can provide guidance in the area of travel and per diem cost calculation
-
- Learning Objective: Establish procedures that would be followed when other Service Veterans (OSVETS) are received as RPs.
-
- 5-6. Personnel in any other branch of the Armed Forces may be permitted to make an interservice transfer to the Navy during a current enlistment to serve as an RP, provided they meet all other Navy enlistment requirements.
1. True
 2. False
- 5-7. Marine Corps personnel who make an interservice transfer to the Navy to serve as an RP must obligate themselves to serve at least what length of time in the Navy?
1. 12 months
 2. 24 months
 3. 36 months
 4. 48 months
- 5-8. OSVETS are initially assigned to which of the following duty stations?
1. A Navy ship as an ultimate duty station
 2. RP "C" school
 3. A Navy shore station as an ultimate duty station
 4. A naval training center to receive naval orientation training

5-9. OSVETS assigned to RP "A" school will be assigned to their ultimate duty station at what time?

1. Before reporting for naval orientation training
2. Near the end of the school period
3. After completing RP "C" school
4. When the Chief of Chaplains directs

5-10. Whenever commands are notified that an OSVET is to report aboard for duty, the leading RP should work closely with the personnel officer and disbursing officer to ensure that which of the following actions is accomplished?

1. Orders, housing applications, paygrade end accrued leave are processed and in good order
2. A pay record is established
3. Provisions are made to facilitate full pay and allowances for the OSVET
4. Each of the above

Learning Objective: Determine the requirements for male and female RPs for the various types of duty stations to which they may be assigned.

5-11. Male RPs must sign a Page 13 entry in their service record to acknowledge eligibility for combat duty.

1. True
2. False

5-12. Female RPs would be eligible for duty at which of the following duty stations?

1. 3RD MAW FMFPAC
2. 2ND MARDIV FMFLANT
3. USS LA SALLE (AGF-3)
4. USS SIMON LAKE (AS-33)

5-13. If an RP is ordered to an FMF unit, a physical conditioning program and a pair of broken-in field boots would be of great value to the RP.

1. True
2. False

Learning objective: Identify some of the unique requirements of male RPs assigned to units engaged in combat.

5-14. Chaplains are forbidden to carry firearms in combat by

1. DODINST 5411.16
2. SECNAVINST 1730.7
3. The Geneva Convention
4. The Standard Organization and Regulations Manual (SORM)

5-15. In combat situations, RPs occupy which of the following roles?

1. Serve at battalion headquarters away from the fighting
2. Serve as the chaplain's bodyguard
3. Remain at headquarters to make preparations for the arrival of the chaplain from the combat front
4. Each of the above

Learning Objective: Stipulate the requirements of male RPs assigned to Marine Corps Units.

5-16. Male RPs assigned to FMF units may be required to undergo combat training at the Marine Corps Infantry Training School (ITS) unless this training has been received previously.

1. True
2. False

5-17. Normally, the ITS sessions last for what total period of time?

1. 1 to 2 weeks
2. 2 to 3 weeks
3. 3 to 4 weeks
4. 4 to 5 weeks

5-18. The training male RPs receive at the ITS covers all EXCEPT which of the following areas?

1. Explosives
2. Combat tactics
3. Ship identification
4. Hand-to-hand fighting

Learning Objective: Determine the general military training (GMT) requirements for leading RPs and training petty officers.

5-19. Which of the following training topics would NOT normally be included in a general military training (GMT) session?

1. Uniform Code of Military Justice (UCMJ)
2. Propulsion systems
3. Substance abuse
4. Basic first aid

5-20. How often are GMT sessions normally held?

1. Daily
2. Weekly
3. Monthly
4. Semiannually

5-21. At GMT sessions, all EXCEPT which of the following topics may be of interest to civilians and military families?

1. Uniform regulations
2. Survivor's benefits
3. Life-saving instruction
4. Pre-deployment briefings

Learning Objective: Determine the importance of Personnel Qualification Standards (PQS) and the manner in which they affect RPs.

5-22. Personnel Qualification Standards (PQS) in general damage control apply to which of the following groups of people?

1. Only Navy personnel assigned to ships
2. Only Navy officers and enlisted personnel of the engineering group
3. Only Navy enlisted personnel assigned to a rating of the engineering group
4. All Navy personnel regardless of rank, rate, or rating

5-23. General damage control standards have been set for which of the following reasons?

1. Many lives have been lost due to ignorance of basic damage control procedures
2. Because of a lack of skilled fire-fighters
3. Too many Navy personnel have not mastered personal protection methods
4. Each of the above

5-24. What total amount of time is normally allotted to training personnel aboard ship to fully qualify in general damage control?

1. 1 month
2. 3 months
3. 6 months
4. 1 year

5-25. Aboard ship, personnel of which of the following departments/divisions are tasked by the commanding officer to provide instruction and monitor qualifications of personnel in general damage control.

1. Operations Department; Communications Division
2. Executive Department; Administrative Division
3. Engineering Department; Repair Division
4. Supply Department; Stores Division

Learning Objective: Acknowledge the training opportunities and requirements available to RPs assigned to fire parties or damage control teams.

5-26. Personnel assigned to a fire party or damage control team aboard ship must be familiar with which of the following information?

1. The location of all repair lockers
2. The ship's compartment numbering system
3. The location and operation of fire fighting equipment
4. All of the above

5-27. RPs assigned to fire parties or damage control teams can receive valuable training from all EXCEPT which of the following sources?

1. ITS sessions
2. On duty drills
3. Fleet training centers
4. On scene leaders during lectures

5-28. Most instruction in maintenance and material management (3-M) PQS is conducted by division officers.

1. True
2. False

Learning Objective: Outline the duties and responsibilities of RPs designed to watch, quarter and station bills.

- 5-29. Aboard ship, watch bills are constructed by which of the following officers?
1. Operations officer (OPS)
 2. Senior watch officer (SWO)
 3. Executive officer (XO)
 4. Commanding officer (CO)
- 5-30. If it is necessary for the leading RP to be on the watch bill, which of the following actions should he/she take when assigning watches?
1. Stand the midnight to 0400 watch to allow other watch standers to rest
 2. Take the watch during the day, which is normally the time of peak activity in the office of the chaplain
 3. Assign two subordinates to night watches
 4. Either 2 or 3 above depending upon the number of RPs
- 5-31. Which of the following information is NOT normally found on the watch, quarter, and station bill?
1. Station assignment during normal routine
 2. Life-raft assignment
 3. Battle station assignment
 4. Station assignment during emergencies or special operations
- 5-32. In moving to their stations aboard ship, personnel should travel in which of the following direction?
1. Forward and down on the starboard side aft and up on the port side
 2. Athwartships to the left, forward on the starboard side, up on the port side
 3. Forward and up on the starboard side, down and aft on the port side
 4. By the fastest possible route
- 5-33. During an emergency, in order to provide the highest level of watertight integrity in RP spaces, personnel may be required to set which of the following material conditions?
1. William
 2. Xray
 3. Yoke
 4. Zebra
- 5-34. Which of the following fittings would normally NOT be considered a zebra fitting?
1. Fire main valve
 2. Entrance hatch to storage space
 3. Entrance door to chaplain spaces from a weather deck
 4. Scuttle in center of hatch to storage space
- 5-35. By occupation, Marines stand physical security watches at all Marine Corps and several Navy installations.
1. True
 2. False
-
- Learning Objective: Establish the importance of documentation of training.
-
- 5-36. Two reasons for documenting training of members are - justification for the dollars spent, and the number of people who have received training.
1. True
 2. False
- 5-37. The commanding officer's advancement recommendation is based solely upon completion of advancement requirements.
1. True
 2. False
- 5-38. On-the-job training (OJT) is often the most beneficial kind of training for RPs for which of the following reasons?
1. OJT replaces Personnel Advancement Requirements
 2. OJT is always a good substitute for "A" school
 3. Chaplains take an active part in teaching personnel
 4. Personnel "learn by doing"

5-39. Generally speaking, readiness level "C-1" indicates what state of readiness?

1. The command is 100% manned
2. All manpower, training, and material requirements have been met and the unit stands ready to perform its mission
3. All command equipment is operational
4. All command personnel have been trained to accomplish the command mission

Learning Objective: Formulate effective procedures and techniques for RPs who serve as instructors.

5-40. Which of the following procedures would be the most effective for the RP to follow in trying to teach subordinate RPs?

1. Be completely in control
2. Use on-the-job training exclusively
3. Be a role model
4. Conduct tests frequently

5-41. During an oral presentation, important points should be emphasized in which of the following ways?

1. The use of gestures
2. Repetition
3. Variation in voice inflection
4. Each of the above

5-42. One reason for maintaining good eye contact is that it may indicate to the instructor whether the students are confused or disinterested.

1. True
2. False

5-43. Instructors should tailor instruction to fit the ability and expertise levels of the

1. instructor
2. slow learner
3. typical student
4. majority of the students

5-44. You are conducting a training session for RPs. Misunderstandings should be cleared up at what point in the presentation?

1. At the end of the presentation
2. At specific points in the presentation
3. When the instructor asks for questions
4. When they occur

5-45. One method which is usually effective in causing students to think is to make challenging statements.

1. True
2. False

5-46. Distracting mannerisms by the instructor should be avoided primarily for which of the following reasons?

1. They are undignified
2. They show a lack of self-control
3. They distract the student's attention
4. They are annoying

5-47. "Motivation" may best be defined as

1. social pressure
2. incentive to take action
3. will-power
4. determination

5-48. A well-presented lesson will always motivate students to learn.

1. True
2. False

5-49. What is the major motivating factor in creating a learning environment?

1. The instructor
2. The subject matter
3. The physical environment
4. The significance of the material

5-50. Rewarding students by granting early liberty is always a good way to create a good learning environment.

1. True
2. False

5-51. Which of the following procedure would be the most effective for teaching a skill?

1. The "teacher-student" method
2. The "on-the-job training" (OJT) method
3. The "demonstration-performance" method
4. The "trial and error" method

5-52. When teaching a skill, what is normally the optimum number of students that can be taught effectively at any one time?

1. 10
2. 15
3. 20
4. 25

- 5-53. In the event of an error during a "demonstration-performance" method of instruction, which of the following actions should the instructor take?
1. Continue the performance and wait to see if other students catch the mistake
 2. Ask the student to be seated and call for another student to perform the demonstration
 3. Stop the operation and see that the error is corrected
 4. Repeat the performance from the beginning

IN ANSWERING QUESTIONS 5-54 THROUGH 5-60, MATCH THE STEPS OF THE "DEMONSTRATION-PERFORMANCE" METHOD OF INSTRUCTION LISTED IN COLUMN B THAT IS DESCRIBED IN COLUMN A.

	<u>A. DESCRIPTIONS</u>	<u>B. STEPS</u>
5-54.	The instructor carries out the steps while student explains	1. Step 1 2. Step 2
5-55.	The student carries out the steps	3. Step 3 4. Step 4
5-56.	The student practices the entire skill	
5-57.	The student explains what they are about to do and how they are going to do it	
5-58.	The instructor asks questions such as "What do I do next?"	
5-59.	The instructor should emphasize accuracy and later speed	
5-60.	Safety precaution should be explained and stressed	

- 5-61. What is the primary role of the leading RP in religious education programs?
1. Curriculum instructor, general
 2. Curriculum instructor, ecumenical
 3. Curriculum instructor, his/her own faith group
 4. Coordinator of the religious education program
- 5-62. An RP who coordinate religious education programs performs all EXCEPT which of the following functions?
1. Monitors
 2. Assists
 3. Counsels
 4. Evaluates
- 5-63. The actual recruiting, interviewing, and assigning of volunteers are functions of the chaplain, rather than the RP, for which of following reasons?
1. Eliciting a religious commitment from individuals is the chaplain's responsibility as a member of the clergy
 2. It is not specified in an RP occupational standard
 3. The RP will be busy gathering survey information
 4. The chaplain outranks the RP
- 5-64. When conducting a survey for volunteers, the chaplain and RP should carry position descriptions with them for which of the following reasons?
1. Most people would be afraid to volunteer for unspecified jobs
 2. Volunteers will have a general idea of what is expected of them
 3. Both 1 and 2 above
 4. OPNAVINST 1730.1A directs such action
- 5-65. Which of the following persons should be consulted as the resident expert in the areas of curriculum, classroom teaching techniques, and the development of lesson plans?
1. The chief instructor at the nearest fleet training center
 2. The chaplain
 3. The command training officer
 4. The division training patty officer

5-66. Religious education curriculum should be evaluated for content and applicability by which of the following?

1. The chaplain only
2. The RP only
3. The teacher only
4. The chaplain, RP, and teacher working as a team

5-67. If there is a sudden drop in attendance of religious education classes, it is most often for which of the following reasons?

1. General apathy of the students
2. Disinterest caused by student dissatisfaction with either the curriculum, instructor, or atmosphere
3. Disenrollment by the chaplain or teacher
4. Disciplinary infraction by the student

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Pensacola, Florida 32509-5000

Subj: RELIGIOUS PROGRAM SPECIALIST 1&C, NAVEDTRA 80239

1. The following comments are hereby submitted:

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DEPARTMENT OF THE NAVY

NAVAL EDUCATION AND TRAINING PROGRAM

DEVELOPMENT CENTER (Code 313)

PENSACOLA, FLORIDA 32509-5000

OFFICIAL BUSINESS

PENALTY FOR PRIVATE USE, \$300

POSTAGE AND FEES PAID

NAVY DEPARTMENT

DoD-316



NAVAL EDUCATION AND TRAINING PROGRAM DEVELOPMENT CENTER

BUILDING 2435 (Code 313)

PENSACOLA, FLORIDA 32509-5000

PRINT OR TYPE

RELIGIOUS PROGRAM SPECIALIST 1 & C
NAVEDTRA 80239

NAME _____ ADDRESS _____
Last First Middle Street/Ship/Unit/Division, etc.
City or FPO State Zip
 RANK/RATE _____ SOC. SEC. NO. _____ DESIGNATOR _____ ASSIGNMENT NO. _____
☐ USN ☐ USNR ☐ ACTIVE ☐ INACTIVE OTHER (Specify) _____ DATE MAILED _____

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PRINT OR TYPE

RELIGIOUS PROGRAM SPECIALIST 1 & C
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PRINT OR TYPE

RELIGIOUS PROGRAM SPECIALIST 1 & C
NAVEDTRA 80239

NAME _____ ADDRESS _____
Last First Middle Street/Ship/Unit/Division, etc.

RANK/RATE _____ SOC. SEC. NO. _____ City or FPO State Zip
DESIGNATOR _____ ASSIGNMENT NO. _____

☐ USN ☐ USNR ☐ ACTIVE ☐ INACTIVE OTHER (Specify) _____ DATE MAILED _____

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PRINT OR TYPE

RELIGIOUS PROGRAM SPECIALIST 1 & C
NAVEDTRA 80239

NAME _____ ADDRESS _____
Last First Middle Street/Ship/Unit/Division, etc.
City or FPO State Zip
 RANK/RATE _____ SOC. SEC. NO. _____ DESIGNATOR _____ ASSIGNMENT NO. _____
☐ USN ☐ USNR ☐ ACTIVE ☐ INACTIVE OTHER (Specify) _____ DATE MAILED _____

SCORE

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